

ADOPTED 2005 BUDGET

DEPT: DEPARTMENT OF PARKS AND PUBLIC INFRASTRUCTURE –
ARCHITECTURAL, ENGINEERING AND ENVIRONMENTAL SERVICES

UNIT NO. 5080
FUND: Internal Service - 0028

OPERATING AUTHORITY & PURPOSE

In 2004, the former Department of Public Works – Architectural, Engineering and Environmental Services Division, and the Parks Department – Landscape Architects were combined to form the

Architectural, Engineering and Environmental Services section of the Department of Parks and Public Infrastructure (DPPI) – Parks Division.

BUDGET SUMMARY				
Account Summary	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Personal Services (w/o EFB)	\$ 3,814,651	\$ 4,162,505	\$ 3,414,921	\$ (747,584)
Employee Fringe Benefits (EFB)	1,221,834	2,249,940	1,861,587	(388,353)
Services	404,255	590,020	245,076	(344,944)
Commodities	68,752	70,900	59,650	(11,250)
Other Charges	53,486	129,308	50,000	(79,308)
Debt & Depreciations	35,930	71,798	66,530	(5,268)
Capital Outlay	241,962	410,000	605,000	195,000
Capital Contra	(16,290)	0	0	0
County Service Charges	2,821,206	2,478,515	2,152,038	(326,477)
Abatements	(2,423,516)	(2,423,481)	(2,477,332)	(53,851)
Total Expenditures	\$ 6,222,270	\$ 7,739,505	\$ 5,977,470	\$ (1,762,035)
State & Federal Revenue	102,117	51,000	257,589	206,589
Other Direct Revenue	438,357	143,000	143,000	0
Total Direct Revenue	\$ 540,474	\$ 194,000	\$ 400,589	\$ 206,589
Indirect Revenue	5,384,479	7,252,201	5,140,348	(2,111,853)
Direct Property Tax Levy	\$ 297,317	\$ 293,304	\$ 436,533	\$ 143,229

Note: The 2004 Adopted Budget created a new Department of Parks and Public Infrastructure (DPPI) by consolidating the services and administration of the previous Parks Department and the Department of Public Works. In March of 2004, a fund transfer was processed modifying the 2004 Adopted Budget that finalized the merger details by allocating funds between departments within the merger. DPPI departments were given direction to adjust 2005 expenditure, revenue, and tax levy targets based on the fund transfer modifications.

Architectural, Engineering and Environmental Services modified 2004 budget is as follows: expenditures decreased \$89,248 to \$7,650,257; revenues decreased \$86,188 to \$7,360,013; and tax levy decreased by \$3,060 to \$290,244.

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ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Central Service Allocation	\$ 141,033	\$ 14,583	\$ 80,575	\$ 65,992
Courthouse Space Rental	361,812	350,473	330,936	(19,537)
Document Services	2,267	5,192	1,583	(3,609)
Tech Support & Infrastructure	48,839	58,627	69,882	11,255
Distribution Services	849	962	659	(303)
Telecommunications	31,091	18,879	7,858	(11,021)
Records Center	18,337	18,563	18,870	307
Radio	0	0	0	0
Personal Computer Charges	52,858	45,419	46,207	788
Applications Charges	36,712	63,562	77,236	13,674
Total Charges	\$ 693,798	\$ 576,260	\$ 633,806	\$ 57,546
Direct Property Tax Levy	\$ 297,317	\$ 293,304	\$ 436,533	\$ 143,229
Total Property Tax Levy	\$ 991,115	\$ 869,564	\$ 1,070,339	\$ 200,775

* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

PERSONNEL SUMMARY				
	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Personal Services (w/o EFB)	\$ 3,814,651	\$ 4,162,505	\$ 3,414,921	\$ (747,584)
Employee Fringe Benefits (EFB)	\$ 1,221,834	\$ 2,249,940	\$ 1,861,587	\$ (388,353)
Position Equivalent (Funded)*	66.5	70.4	51.0	(19.4)
% of Gross Wages Funded	85.2	98.0	100.0	2.0
Overtime (Dollars)**	\$ 56,368	\$ 75,000	\$ 0	\$ (75,000)
Overtime (Equivalent to Positions)	1.1	1.8	0.0	(1.8)

* For 2003, the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

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PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
Administrative Assistant	Unfund	1/1.0	Architect/Eng Svcs	\$ (41,832)
Rec Ctr Tech DPW	Unfund	1/1.0	Architect/Eng Svcs	(36,206)
Construction Project Coord	Unfund	1/1.0	Architect/Eng Svcs	(53,868)
Engineer*	Unfund	2/2.0	Environment & Energy	(90,128)
Engineering Tech Surveyor	Unfund	2/2.0	Architect/Eng Svcs	(77,200)
Infrastructure Coordinator	Unfund	1/1.0	Architect/Eng Svcs	(42,846)
Engineering Technician	Unfund	2/2.0	Architect/Eng Svcs	(70,482)
Managing Engineer (Design)	Unfund	1/1.0	Architect/Eng Svcs	(59,454)
Architectural Designer	Unfund	1/1.0	Architect/Eng Svcs	(42,140)
Construction Coord	Unfund	4/4.0	Architect/Eng Svcs	(192,522)
Engineering Intern Student**	Unfund	7/2.12	Environment & Energy	(48,502)
			TOTAL	\$ (755,180)

* One position of Engineer is unfunded in the Architectural/Engineering Services Division and one Engineer position is unfunded in the Environment & Energy Division.

** Six positions of Engineering Intern Student are unfunded in Architectural/Engineering Services Division and one position is unfunded in the Environment & Energy Division.

ORGANIZATIONAL COST SUMMARY					
DIVISION		2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Architectural/Engineering Services	Expenditure	\$ 6,896,644	\$ 8,220,710	\$ 6,677,384	\$ (1,543,326)
	Abatement	(1,631,551)	(1,412,465)	(1,409,884)	2,581
	Revenue	<u>5,569,627</u>	<u>7,145,731</u>	<u>5,338,937</u>	<u>(1,806,794)</u>
	Tax Levy	\$ (304,534)	\$ (337,486)	\$ (71,437)	\$ 266,049
Environmental/Energy	Expenditure	\$ 1,765,432	\$ 1,942,276	\$ 1,777,418	\$ (164,858)
	Abatement	(808,255)	(1,011,016)	(1,067,448)	(56,432)
	Revenue	<u>355,326</u>	<u>300,470</u>	<u>202,000</u>	<u>(98,470)</u>
	Tax Levy	\$ 601,851	\$ 630,790	\$ 507,970	\$ (122,820)

MISSION STATEMENT

The mission of the Architectural, Engineering and Environmental Services Division is to provide essential services to plan, design, construct, manage, operate and preserve Milwaukee County's natural resources and public facilities in a cost-effective manner, while maintaining and enhancing the economic, social and cultural vitality of all citizens of the County in accordance with the policies of Milwaukee County government.

DEPARTMENT DESCRIPTION

Architectural, Engineering and Environmental Services provides a core competency of professional and technical services for Milwaukee County. The Architectural, Engineering and Environmental Services Section is comprised of the Architectural Services Unit, Civil Engineering/Site Development Unit, Airport Engineering Unit, Environmental Services Unit, and Support Services. Through the employees' efforts and extended staff provided by consultants, these groups research,

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design, administer and implement a diverse combination of programs and projects.

Architectural, Engineering and Environmental Services is comprised of the following units:

1. The **Architectural Services Unit** provides technical services in building maintenance, remodeling, additions and new construction for various County departments currently occupying over 650 structures. Specific tasks performed include project, program and budget development, cost estimating, formation of the design team; including consultants, design development, development of bid documents, procurement and evaluation of competitive bids; contract award, project management, verification of installation quality and final acceptance of completed construction.
2. The **Airport Engineering Unit** provides program and cost estimates for capital improvement, major maintenance and passenger facilities charge projects for General Mitchell International and Lawrence J. Timmerman Airports; prepares, designs and provides construction management services for all airfield site projects; and coordinates planning and administration of projects with State and Federal agencies. This section also reviews and coordinates Airport construction projects which are sponsored by the airlines and other Airport tenants.
3. The **Civil Engineering and Site Development Unit** provides civil engineering and land surveying technical services on public works projects for various County departments. Typical projects include parking lots, roadways, grading, earthwork, water resources and underground utilities. Specific services include project management utilizing the DPW cost and scheduling system, in-house design staff and professional services consultants, design, drawings, technical specifications, bidding documents, administration of the competitive bidding process, engineering feasibility studies, needs assessment and programming for existing and proposed facilities, certified survey maps, site surveys and construction staging.

4. The **Environmental Services Unit** provides technical and managerial services concerning environmental issues of all County departments. Environmental issues include stormwater management, hazardous substance control (asbestos, lead, PCBs, mercury, etc.), underground storage tanks, landfills, air quality, recycling, solid wastes, water quality, brownfields, pesticides/herbicides and environmental due diligence for property acquisition/disposal. This unit also serves as the Land Conservation Department regarding agricultural issues.
5. The **Support Services Unit** provides County facilities records management, County facilities assessment, administration of the DPW cost and scheduling system used for project management and administration of a Geographic Information System (GIS) which overlays the Milwaukee County Automated Mapping and Land Information System (MCAMLIS). Services include development and maintenance of an inventory of County property assets, including land, utilities, roads, bridges, buildings and facilities; management of asset historical record data; development of architectural record drawings and system/equipment inventory of County buildings; condition assessment of facilities to be used by the owner department for development of a five-year major maintenance and capital improvement plan.

Staff in these units also provides oversight of construction of facilities and systems in compliance with construction documents on the prescribed schedule and for the contracted amount for a cost-effective fee. Construction management services include deployment of staff assets, construction team partnering with the owner-client departments and quality assurance and quality control over the construction process and the attendant contracts.

BUDGET HIGHLIGHTS

- Personal Services expenditures without fringe benefits decreased by \$747,584 from \$4,162,505 to \$3,414,921. Funded positions decreased by 19.4 from 70.4 to 51.0.

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- In 2005, Architectural and Engineering Professional Services revenue decreased \$2,137,331 from \$7,039,113 to \$4,901,782 based on recovery of eligible operating costs from capital projects and capitalized major maintenance and improvements projects. This revenue is recovered based on billable staff time devoted to these projects. The decrease in budgeted revenue reflects the reduction of capital projects and, therefore, an overall decrease in billable staff time assigned to capital.
- (\$ 41,832) Unfund 1 Admin Asst
(36,206) Unfund 1 Rec Ctr DPW
(53,868) Unfund 1 Construction Project Coord
(90,128) Unfund 2 Engineer
(77,200) Unfund 2 Engineering Tech Surveyor
(42,846) Unfund 1 Infrastructure Coordinator
(70,482) Unfund 2 Engineering Technician
(59,454) Unfund 1 Managing Engineer
(Design)
(42,140) Unfund 1 Architectural Designer
(192,522) Unfund 4 Construction Coordinator
(48,502) Unfund 7 Engineering Intern Student
(\$755,180)

Due to the smaller Capital Budget and associated reduction in workload, 18.12 FTEs are unfunded in 2005.

- Major Maintenance-Land Improvements for Environmental Services increased \$45,000 from \$410,000 to \$455,000. The increase represents the addition of \$85,000 for the Land Conservation Committee less a reduction of \$40,000 from monitoring the Franklin Doyne Landfills.
- State revenues remain at \$85,000 in Environmental Services for a State Department of Natural Resources/Department of Agriculture, Trade and Consumer Protection-Land Conservation Program grant. This grant is used to offset the cost of salaries in the Environmental Services Unit.
- For 2005 GIS support, software updates and maintenance costs increased \$145,276 from \$52,900 to \$198,176. The increase primarily reflects the inclusion of GIS staff salaries in the crosscharge rate. Throughout 2005 DPPI – A &

E will continue to maintain the GIS database, with the Department of Administrative Services – Information Management Services Division supporting the infrastructure.

- Beginning in 2005, A & E GIS staff will take over the project management function of the Milwaukee County Automated Mapping and Land Information Program (MCAMLIS) from SEWRPC. A & E will receive \$206,589 for MCAMLIS project management. This includes conceptual development of individual projects, development of project specifications, writing contracts, preparation of invoices to draw down funds as expended, payment of subcontractors, recordkeeping, and general maintenance of MCAMLIS data holding. In addition, this effort will merge the County's Internal GIS functions with MCAMLIS. The MCAMLIS project will be managed in accordance with Milwaukee County procurement and contracting policies and ordinances. Additionally, Corporation Counsel will review the MCAMLIS Cooperative Agreement, authorized in 1990, to assure that the authority granted to the MCAMLIS Steering Committee is consistent with Milwaukee County interest, policies and ordinances and will recommend changes to the agreement to the Committee on Judiciary, Safety and General Services by March 1, 2005.
- 2005 will mark the tenth year of the building inventory and assessment program. The program has two phases: phase I is the digitization of the building plans and building systems inventory; phase II is the assessment of each building and the equipment discovered during phase I investigation or shown on the digitized plan. In 2005, funding for phase I work decreased \$35,000 from \$185,000 to \$150,000. Phase I work includes the South Region Parks buildings and the War Memorial; phase II work will concentrate on completing the East and West Parks Regions and beginning the North Region Parks. Once this initial inventory and assessment is completed, it will be necessary to review, update, and recommend building assessments and improvements on an ongoing basis. The goal is to revisit each building every five years.

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- Environmental assessments of requested capital projects decreased \$55,000 from \$85,000 to \$30,000 in 2005. The decrease reflects the reduction to the Capital Budget seen in recent years.
- The 2005 Budget reflects a zero wage increase for all represented, non-represented and Executive Compensation Plan (ECP) positions. In addition, ECP positions are not provided step increases or performance awards in 2005 as allowed in County Ordinance Section 17.265 (3).
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be

authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severely liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."